



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 3, 2010

Sandra Sanchez, Program Manager  
Santa Monica College  
1900 Pico Blvd.  
Santa Monica, CA 90405

Dear Ms. Sanchez:

RE: FINAL MONITORING VISIT REPORT for Santa Monica College – ET08-0317

Date of the Visit:	02/03/10
Beginning/Ending Time:	9:00 a.m. – 12:30 p.m.
Date of Last Visit:	09/30/09
Visit Location:	Santa Monica College
Persons in attendance:	Sandra Sanchez, Program Manager, Santa Monica College Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	12/30/07-12/29/09	Agreement Amount:	\$250,586
Training Start Date:	01/17/08	Average No. to Retain:	253
Date Training must be Completed:	09/27/09	Range of Hours:	24 – 120 (Job 1) 8 – 60 (Job 2)
Type of Trainee:	Retrainee	Weighted Ave. Hours:	50 (Job 1) 40 (Job 2)

## **SUMMARY OF ACTION REQUIRED FROM THIS VISIT:**

None

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

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NORTH HOLLYWOOD, CA 91602  
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S.F. BAY AREA REGIONAL OFFICE  
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FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

### **FINAL REPORT SUMMARY:**

The Agreement was executed on February 14, 2008 and training began on January 17, 2008. Project staff reported that all ETP training was completed on July 22, 2009, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – December 29, 2009. There were no Amendment or Modification requests made during the term of this Agreement.

You advised the Analyst that of the 253 trainees specified on Chart 1, Exhibit A of the Agreement, 218 trainees (87%) have completed the minimum number of training hours required (24 hours in Job 1 and eight hours in Job 2) for reimbursement and the 90-day retention period. The total hours provided to trainees who met the required minimum in Job 1 are 6,551 and in Job 2, 940. At a reimbursement rate of \$18 per hour for Job 1 and \$26 in Job 2, Santa Monica College would earn an estimated \$152,173 (61%) of the total ETP Agreement amount (\$250,586), assuming all other Agreement requirements have been met. Since Santa Monica College has been paid \$80,249.50 to date, it would receive an additional \$71,923.50 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst commented that all funding received to date is unearned.

Project staff commented that the delay in the Final Monitoring Visit, and submission of the Final Progress Payment, was due in part to difficulties in obtaining wage information trainees, which led to the Contractor to drop these trainees, as well as the need for technical assistance on how to process the Final Invoice.

Although they did not complete 100 percent of the training, you commented that Santa Monica College was able to provide participating employers with quality training in Continuous Improvement, Business Skills, Manufacturing Skills, Commercial Skills and Computer Skills training. One participating employer stated that the training and new skills provided have helped the company run leaner and more efficiently, which is imperative to remain viable due to the current economy. Another employer commented that this training has helped their employees gain skills needed to work together more cohesively in a teamwork environment and enjoy improved camaraderie; as well as provided customer service and sales skills to compete against companies out of state. In addition, this ETP Contract for training has afforded Santa Monica College an opportunity to meet local employers and give the College exposure, providing the community with knowledge of the quality training it provides at reduced costs with the assistance of ETP funds.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that the main barrier was the unforeseen downturn in the economy, which impacted many employers training plans. Many participating employers stated that they were not able to go forward with training plans originally submitted do to the need to work leaner, and the inability to release trainees from work to attend classes.

Project staff reminded the Analyst that they inherited this project towards the end of the Agreement, and reported that once the Analyst provided technical assistance on the use of ETP's websites, you then found them user-friendly, and easy to enter data.

You further commented that ETP staff provided good support throughout the Agreement and are currently working with ETP on the development of another ETP contract.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	580	686	1	165	165	165
2	59	58	0	53	53	53
Totals:	639	744	1	218	218	218

The project status reported by project staff agreed with the Contract Status report that indicates 744 trainees were enrolled and one trainee was dropped.

**ATTENDANCE ROSTERS:**

The Analyst reviewed attendance rosters for 31 trainees for the period of February 8, 2008 through July 22, 2009 and compared the data on the rosters with the data entered on the ETP On-Line Tracking System. The rosters reviewed illustrated that they were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

You were advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

**AUDIT:**

Santa Monica College will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at [ewadzinski@etp.ca.gov](mailto:ewadzinski@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

*Signature on file*

Wally Aguilar, Program Manager  
North Hollywood Regional Office

*Signature on file*

Elsa Wadzinski, Contract Analyst  
North Hollywood Regional Office

cc: David Guzman, Chief, Audits & Program Operations Division  
Kulbir Mayall, Fiscal Manager  
Master File  
Project File

Date report mailed to Contractor 2/9/10